

LAW CLERK/BAILIFF

DEPARTMENT: Superior Court

SALARY RANGE: \$16.30 per hour, 40 hours per week

POSTING DATES: December 17, 2014 closes 4:30 pm December 31, 2014

THE POSITION:

Provides administrative Assistance to Superior Court Judges and acts as the Court's liaison with litigants, jurors, attorneys and the general public, to ensure efficient operation of the Court.

This is a one year appointment. Extensions to that time period may be made on a case by case basis by the Presiding Judge.

ESSENTIAL RESPONSIBILITIES:

- Performs basic research on legal issues before court; briefs and summarizes files in preparation for sentencing.
- Collects trial related data; researches legal documents and assists in the preparation of written opinions and memorandum decisions.
- Receives, reviews and summarizes issues for pre and post trial motions.
- Ensures the custody and welfare of jurors during trial. Advises all potential jurors where to be seated in the Courtroom to await jury roll call at the start of a trial. Supervises jurors during trial and deliberations until they agree upon their verdict or are discharged by the Court. Arranges for beverages and food while in jury room. Communicates with the jurors regarding their needs. Must be available without notice to stay after hours with deliberating jurors.
- Judges liaison between litigants, jurors, attorneys and general public. Assembles all necessary parties for scheduled Courtroom proceedings.
- Acts as clerical assistant to judges, using word processing software, correspondence, jury instructions and other court documents.
- Maintains Courtroom and department security by identifying conditions, which may create opportunities for a security incident and respond accordingly.
- Monitors daily schedule, insuring necessary staff and parties are available in Courtroom.
- Prepares and arranges Courtroom settings in all locations.
- Pulls all files for criminal calendar, and checks for documents and correspondence for judge to review prior to hearings.
- Calls to order and adjourns Court; maintains order, decorum and judicial process in the Courtroom.

MINIMUM REQUIREMENTS:

Graduation from a recognized school of law and successful passing of Washington State Bar or reciprocal state bar exam.

Requires knowledge of:

- Superior Court procedures
- Laws of the State of Washington

Requires the ability to:

- Exercise good judgment as to when to act independently and when to refer situations to higher authority;
- Perform legal research, and analyze and apply legal principles and precedents to legal problems;
- Communicate effectively both verbally and in writing;
- Follow verbal and written instructions;
- Maintain required records and prepare clear, concise written reports;
- Establish and maintain effective working relations with jurors, attorneys, associates, other county employees, and the general public.

APPLICATION PROCEDURE:

Applications will be accepted at the Skagit County Personnel Office, 1800 Continental Place, Suite 200, Mount Vernon, WA 98273. If you are interested in this position, please fill out a completed Skagit County application form and a letter of intent.

SELECTION PROCESS:

Following a review of the applications and letters of intent, the highest qualified applicants will be interviewed and may be tested. After a selection is made, all applicants not selected will be notified in writing. Skagit County reserves the right to fill any other [Law Clerk/Bailiff position\(s\)](#) which may open within the Superior Court Department for a period of six months following the closing date of this job posting, utilizing the applications from this posting.

**SKAGIT COUNTY
POSITION DESCRIPTION**

Position Title:	Law Clerk/Bailiff
Department:	Superior Court
Reports to:	Superior Court Judges/Court Administrator
Occupation Code:	0920
Salary Range:	7

SUMMARY:

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This is a one year appointment. Extensions to that time period may be made on a case by case basis by the Presiding Judge.

ESSENTIAL FUNCTIONS:

Performs basic research on legal issues before court; briefs and summarizes files in preparation for sentencing.

Collects trial related data; researches legal documents and assists in the preparation of written opinions and memorandum decisions.

Receives, reviews and summarizes issues for pre and post trial motions.

Ensures the custody and welfare of jurors during trial. Advises all potential jurors where to be seated in the courtroom to await jury roll call at the start of a trial. Supervises jurors during trial and deliberations until they agree upon their verdict or are discharged by the Court. Arranges for beverages and food while in jury room. Communicates with the jurors regarding their needs. Must be available without notice to stay after hours with deliberating jurors.

Judges liaison between litigants, jurors, attorneys and general public. Assembles all necessary parties for scheduled courtroom proceedings.

Acts as clerical assistant to judges, using word processing software, correspondence, jury instructions and other court documents.

Maintains courtroom and department security by identifying conditions, which may create opportunities for a security incident and respond accordingly.

Monitors daily schedule, insuring necessary staff and parties are available in courtroom.

Prepares and arranges courtroom settings in all locations.

Pulls all files for criminal calendar, and checks for documents and correspondence for judge to review prior to hearings.

Calls to order and adjourns Court; maintains order, decorum and judicial process in the courtroom.

Supervisory:

Research work is performed with a wide degree of latitude for exercise of good judgment, accuracy, and timely completion.

OTHER JOB FUNCTIONS:

Performs related duties as assigned. *

*Related duties as required are duties that may not be specifically listed in the Position Description but are within the general occupational series and responsibility level typically associated with the employee's classification of work.

QUALIFICATIONS:

Graduation from a recognized school of law and successful passing of Washington State Bar or reciprocal state bar exam.

Requires knowledge of:

- **Superior Court procedures**
- **Laws of the State of Washington**

Requires the ability to:

- Exercise good judgment as to when to act independently and when to refer situations to higher authority;
- Perform legal research, and analyze and apply legal principles and precedents to legal problems;
- Communicate effectively both verbally and in writing;
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- Maintain required records and prepare clear, concise written reports;
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WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

The work is performed in the usual office environment and courtroom. Position requires some bending, reaching and lifting. High level of alertness is required for all activity going on in the courtroom during proceedings.

Hazards:

Danger of physical harm may occasionally be present in the courtroom.

The statements contained herein reflect general details as necessary to describe the essential functions of this position, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Changes to the position description may be made at the discretion of the employer.

It is the policy of Skagit County to not discriminate against any person with regard to race, color, religion, sex, age, national origin, marital status or physical or mental disability.